

## News & Notes

### ONE SMALL STEP AT A TIME...

Being prepared for disasters and emergencies can seem like a big job. Many people don't know where to start, so they never start at all. But, if you take small steps they can make a big difference in an emergency. The following outlines a twelve (12) month program that makes it easy for you to prepare yourself, your family, and your community for emergencies or disasters by taking one small step each month.

#### 01 - Make a Plan

Understand what puts you at risk from disasters and take steps to lower your risk.

#### 02 - Water Supplies

Have 72 hours (3 days) worth of water stored for your household.

#### 03 - Sheltering

Know how to respond safely when instructions are given to evacuate or take shelter.

#### 04 - Emergency Food Supplies

Have an emergency food supply that will meet the needs of your household for three days without outside help.

#### 05 - Work School Community

Make sure the people who count on you are prepared for a disaster.

#### 06 - Family Needs

Be aware of and prepare for your family's unique needs.

#### 07 - Family Communication Plan

Have the ability to communicate with family members during a disaster.

#### 08 - Community Involvement

Make your community stronger by getting trained and getting involved.

#### 09 - Be Informed

Make sure everyone in your household can receive, understand, and act on information received in an emergency.

#### 10 - Electrical Power

Be able to safely meet your basic needs during an electrical outage.

#### 11 - Emergency Supplies

Remember important items that may be overlooked when leaving your home in a disaster.

#### 12 - First Aid

Be prepared to give first aid while waiting for an ambulance.



"Talk about depressing...I went to my school reunion and even the elephants didn't remember me."

### RIDDLES OF THE MONTH

- 1) What runs around the whole yard without moving?
- 2) What's a lifeguard's favorite game?
- 3) David's father has three sons: Snap, Crackle and \_\_\_\_?

**Answers on page 2 Safety Bits & Pieces**

# Safety Matters

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## 7 Emergency Evacuation Safety Tips

September is National Preparedness Month. Since its inception in 2004, National Preparedness Month is observed each September in the United States of America. Sponsored by the Federal Emergency Management Agency (FEMA) within the Department of Homeland Security, National Preparedness Month encourages Americans to take steps to prepare for emergencies in their homes, businesses, schools, and communities. This year's National Preparedness theme is "Prepared, not Scared."

Below is a list of unsafe conditions that we need to be on the watch for every day. These hazards, if allowed to exist, can be the difference between a quick escape . . . and disaster!

1. Make certain that designated emergency exit doors always remain unlocked from the inside while the building or structure is occupied. Make sure you know of two exits from any location that you frequent during your work day.
2. Report any malfunctioning or broken doors, doorknobs, panic bar equipment or jamba. Report, replace or repair any malfunctioning equipment. Frequent regular inspections are the key.
3. Never place or store any equipment, materials, or other obstructions in front of an exit door, nor within any aisle or other pathway designated for escape during an emergency. Keep equipment and materials away from the outside of emergency exit doors too. Blocking an exit door or path from the outside can prevent people from being able to get out of, and away from, the building during an emergency. When snow or ice accumulates and impedes exit door egress the area must be cleared.
4. Do not place curtains, signs, decorations, or similar obstructions over emergency exit doors or across designated emergency aisle-ways, as these items can make exits difficult to locate during an emergency.
5. Avoid placing containers of flammable liquids or other highly combustible materials under or alongside stairways, ramps, and other pathways. These paths may need to be used for emergency egress, and those materials will make access difficult or impossible.
6. If you think someone might mistake any doors for an emergency exit, tell your supervisor. Install signs stating "Not an Exit" to avoid confusion. Report any unlit emergency exit signs or malfunctioning or broken emergency lighting fixtures.
7. Finally, please let your supervisor know if designated emergency exits are unclear in your work area. Emergency exits only work if you know where they are.

In conclusion, nothing is more important than Emergency Evacuation Safety. Property is replaceable. People are not!

### SAFETY TIPS OF THE MONTH

Portable generators are invaluable during the loss of power. Always follow these generator safety tips:

- Operate it outdoors in an area with plenty of ventilation. Never run a generator in a home or garage. Generators give off deadly carbon monoxide.
- Use heavy duty extension cords to connect appliances to the generator outlets.
- Turn the generator on before plugging appliances into it. Once running, turn appliances and lights on one at a time. Prioritize your needs.
- Generators pose electrical risks, especially when operated in wet conditions. Protect the generator by operating it under an open, canopy-like structure on a dry surface where water cannot form puddles or drain under it.
- Always ensure your hands are dry before touching the generator.
- Be sure the generator is turned off and cool before fueling it.
- Keep children and pets away from portable generators.

## Safety Bits & Pieces

### BASIC DISASTER SUPPLIES KIT

To assemble your kit, store items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers such as plastic bins or a duffel bag.

A basic emergency supply kit should include the following recommended items:

- Water - one gallon of water per person per day for at least three days, for drinking and sanitation
- Food - at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight
- First aid kit
- Extra batteries for flashlights and radios
- Whistle to signal for help
- Dust masks to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Small tool kit including wrench or pliers to turn off utilities
- Manual can opener for food; towels
- Local maps
- Cell phone with chargers and a backup battery

### ADDITIONAL EMERGENCY SUPPLIES

Consider adding the following items to your emergency supply kit based on your individual needs:

- Prescription medications
- Non-prescription medications such as pain relievers, anti-diarrhea medication, antacids or laxatives
- Glasses and contact lens solution
- Infant formula, bottles, diapers, wipes, diaper rash cream
- Pet food and extra water for your pet
- Cash or traveler's checks
- Important family documents such as copies of insurance policies, identification and bank account records saved electronically or in a waterproof, portable container
- Sleeping bag or warm blanket for each person
- Complete change of clothing appropriate for your climate and sturdy shoes
- Household chlorine bleach and medicine dropper to disinfect water
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, paper towels and plastic utensils
- Paper and pencil
- Books, games, puzzles or other activities for children

After assembling your kit remember to maintain it so it's ready when needed. Be sure to re-think your needs each year and update your kit as needed.

### RIDDLES OF THE MONTH ANSWERS:

- 1) A fence
- 2) Pool
- 3) David

## 7 Tips for Hurricane Preparedness

The American Bankers' Association (ABA) is encouraging consumers to prepare for the upcoming hurricane season by assessing their home's risk and developing emergency plans to protect against a potential storm.

- **Know your risk.** FEMA's map service center will show you the flood risk for your community, which helps determine the type of flood insurance coverage you will need since standard homeowners insurance doesn't cover flooding.
- **Assemble an emergency kit.** The emergency kit should include first aid supplies, a flashlight, extra batteries, at least three days of non-perishable foods and water, towels and a supply of any necessary medications (see sidebar for additional information). Stay informed of the storm's path and progress by monitoring Wireless Emergency Alerts via text message and having a battery-powered radio or TV available.
- **Develop a family communications plan.** Know how you will contact one another; how you will get back together, if separated; and what you will do in different situations. Having a plan can eliminate some of the stress and confusion.
- **Establish an evacuation route.** Prior to a storm, contact your local American Red Cross to locate the shelter nearest you or download their Shelter Finder App. Identify the safest route to get there. Be sure to check if your local emergency shelter allows animals and family pets.
- **Secure your home.** Outdoor furniture and other objects can pose a potential hazard. Turn off propane tanks and other utilities if instructed to do so by emergency personnel.
- **Protect financial documents.** In the event of a disaster, you will need identification and financial documents to begin the recovery process. Safeguard important documents in a bank safety deposit box, computer storage devices (USB drive, CD/DVD), and/or waterproof storage containers, including:
  - o Personal identification (driver's licenses, birth certificates, military IDs, passports, etc.)
  - o Financial account information (checking, savings, retirement and investment accounts, credit/debit cards).
  - o Insurance policies on all personal property, including appraisals and lists and photos of valuable items.
  - o Ownership or leasing documentation for homes and vehicles (deeds, titles, registrations, rental agreements, etc.)
  - o All health and medical insurance documentation.

- **Know the details of your insurance policy.** Talk with your agent to determine if you have adequate coverage or if you need to reassess your plan. This is especially important if your property's flood map has changed.

The FEMA website, [Ready.gov](http://www.ready.gov), offers tips on preparing for an emergency. FEMA offers a free app that is available for download through your smart phone. For more resources, visit the FEMA site: <http://www.ready.gov/hurricanes> or the Delaware Emergency Management website: <https://dema.delaware.gov/>

### ON THE LIGHTER SIDE...



"It appears the tinsmith forgot to give you a heart."

### QUOTATION OF THE MONTH

"Genius begins great works; labor alone finishes them."

-- Joseph Joubert



# Have a restful Labor Day

